



FEDERAL JOB OPPORTUNITY BULLETIN RAMSTEIN AB CIVILIAN PERSONNEL OFFICE

POSITION: Secretary (OA), GS-0318-06	ANNOUNCEMENT NUMBER: BM-04SEP015552
AGENCY: Department Of The Air Force	OPENING DATE: 14 September 2004
ORGANIZATION: 725 AMS/CCS	CLOSING DATE: Open Until Filled. Cutoff Every Thursday By COB.
DUTY LOCATION: Naval Station Rota, Spain	RECRUITMENT CATEGORIES: 1, 2
AREA OF CONSIDERATION: DOD Wide Commuting Area Of The Position	SALARY: \$26,836 PA (Step 1)- \$34,891 PA (Step 10)

DESCRIPTION OF DUTIES: The purpose of this position is to serve as the principal office assistant performing various administrative, clerical, and protocol duties in support of the Commander and/or designated officers or members of the squadron. Prepares a wide variety of recurring and nonrecurring correspondence. Reviews and processes incoming and outgoing correspondence, messages, materials, publications, regulations, and directives. Receives telephone calls, greets visitors, and ascertains the nature of the calls or visits. Maintains supervisor's calendar, coordinates meeting arrangements, and schedules meetings and/or conferences. Performs other administrative and clerical work in support of the office/organization. Uses varied and advanced functions of word processing software to create, format, modify, edit, and print a variety of letters, reports, memos, and other textual documents.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

1. Knowledge of extensive rules, procedures, or operations applied to secretarial and clerical assignments to perform the work of the office.
2. Knowledge of office functions to screen telephone calls and visitors, and maintain supervisor's calendar.
3. Knowledge of word processing automation software functions to support office operations.
4. Skill in typing. A qualified typist is required (40 WPM).
5. Ability to locate, assemble, and compose information for reports, inquiries, and nontechnical correspondence.
6. Ability to communicate effectively, both orally and in writing.
7. Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.
8. Ability to plan, organize work, and meet deadlines.

OTHER SIGNIFICANT FACTS: Safeguards classified, controlled, or sensitive materials. Requires some flexibility in work hours.

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule. One (1) year of specialized experience equivalent to at least GS-05 level.

Individuals hired locally will not normally be authorized Living Quarters Allowance (LQA). On positions identified as Hard-to-Fill or ones usually filled by recruitment from the US, a determination will be made by the Allowances Section of the Civilian Personnel Office at time of tentative selection whether a local hire selectee meets personal eligibility requirements for LQA IAW Department of State Standardized Regulations and USAFE Policy.

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

HOW TO APPLY: Applications must be turned in to the ROTA HRO, Attn: Valencia Moore (DSN: 727-2677) OR mailed to 435 MSS/DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and POSTMARKED by the closing date of the announcement.

POINT OF CONTACT: Valencia Moore DSN: 727-2677 OR Customer Service Counter Ramstein AB, DSN 480-7092 or commercial 49-6371-47-7092.

PLEASE SEE REVERSE